



## What to expect on the entry form

Please note entries will only be accepted via the online entry form.

The entry form must be completed by a current member of staff or student at a UK university and be the main contact for the competition.

### *Section 1: Your details*

This is the easy bit! We're after your name, institution and contact details.

### *Section 2: Your project*

This is the section to introduce your public engagement with research project. We're asking for the title of your project, details of other people in your project team (if applicable), the date your project started and finished (if applicable) and a 200 word summary of your project.

### *Section 3: Competition Criteria*

Please see the [competition criteria document](#) for full details. This is the section we will be using when assessing your project against the competition criteria.

We ask you to tell us about the audience/ participants for your project, and the project's main purpose (what you set out to achieve).

We then ask you to tell us about your project in relation to the competition criteria: Intention, Mutual Benefit, Innovation, Quality and Sustainability. You have 300 words to describe each criterion.

We also ask for an outline of the costs of your project and where this was sourced from.

### *Section 4: Supporting materials*

We wanted to give you an opportunity to share materials/resources that relate to your project. These could be images, photos, videos, testimonials from partners, research papers, conference papers.....

Please tick the relevant box on the entry form to indicate what you will be sending. Please then send links to or copies of these materials to [engage.competition@uwe.ac.uk](mailto:engage.competition@uwe.ac.uk) before the competition closing date. The NCCPE will not chase for supporting materials, it is your responsibility to send these. We will acknowledge receipt of supporting materials within a week. If this does not happen, please contact us on 0117 915 0193.

Images and films will automatically be put forward for special prizes in potential image/film categories. The chances of winning the overall prize are not reduced if you do not submit images or films.

We also ask for a letter or email of support from the lead applicants' line manager. Please send this to [engage.competition@uwe.ac.uk](mailto:engage.competition@uwe.ac.uk) by the competition closing date. Again, the NCCPE will not chase for this information, it is your responsibility to send this. Entries without a letter of support will not be considered.

### *Section 5: Details*

In this section we're checking that you've read and accept the terms and conditions. [You can find them here.](#)

The application form can be saved and returned to at a later date – but it is your responsibility to ensure that the application is submitted before the closing date. The competition form is all contained on one page. The page ends with two buttons – 'finish later' or 'continue'. If you want to return to the form later, please choose the finish later button. If you want to submit the form please choose the continue button. Once you have pressed continue your application will be submitted, and you will not be able to edit it.

The closing date for entries is 31<sup>st</sup> March 2014 at 5pm.

### **Any questions?**

Please contact us [engage.competition@uwe.ac.uk](mailto:engage.competition@uwe.ac.uk)

### **Useful links on the NCCPE website**

[www.publicengagement.ac.uk](http://www.publicengagement.ac.uk)

Public engagement with Research

<http://www.publicengagement.ac.uk/what/activities/PE-with-research>

Who are the public?

<http://www.publicengagement.ac.uk/what/who-are-the-public>

Purposes of public engagement

<http://www.publicengagement.ac.uk/what/purposes-of-engagement>

Methods of engaging the public

<http://www.publicengagement.ac.uk/how/methods>